



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 7
11201 RENNER BOULEVARD
LENEXA, KS 66219
JUL 07 2016

OFFICE OF
THE REGIONAL ADMINISTRATOR

Mr. Michael McCullough
11201 Renner Boulevard
Lenexa, Kansas 66219

Dear Mr. McCullough:

This is in response to your June 24, 2016, request for full-time telework outside the local commuting area for a period of one year. The region has determined that your request meets the requirements for full-time telework as outlined in the collective bargaining agreement between the agency and NTEU. In accordance with that contract, management reserves the right to determine if authorizing an employee to perform full-time telework outside the local commuting area is appropriate.

Based on the information in your request and the supporting documentation provided by your supervisor, the Region approves your request for a period of one year for the reasons cited below. Please note that your locality pay may be affected and the agency will not pay or reimburse relocation costs since this relocation is at your request and for your benefit. Further information on the arrangement and your responsibilities as a full-time teleworker will be outlined in your full-time telework agreement.

The NTEU contract states that approval for full-time telework should only be authorized when all of the employee's work is portable and when the employee's position requires minimal in-person interface with management officials and other employees. It also defines "portable work" as work that can be performed at another location with equal effectiveness with respect to quality, timeliness, customer service, and other aspects of accomplishing the agency's mission. Portable work must also be part of the employee's regular assignments and not involve a significant change in duties or the way in which assignments are performed. Further, full-time telework outside of the local commuting area can only be recommended by a supervisor if "approval of the request will not, under any circumstances, diminish the agency's ability to accomplish its mission and meet its operational goals."

As confirmed by your supervisor, you and your position meet all of these requirements. Your current and foreseeable work assignments are fully portable and do not require any in-person interface with management officials and other employees. Based on your history of good performance that includes part-time telework, you have demonstrated that you work well independently and that your work can be performed equally well remotely as in the office. Your supervisor's recommendation also indicates that working outside the local commuting area for a one year period will not diminish your contribution to the agency's mission and goals in any way.



In summary, your request for full-time telework outside the local commuting area is approved for a period of one year beginning August 1, 2016. Please complete a full-time telework application and agreement (attached) with your supervisor and then route the documents to me for final signature by July 15, 2016.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Brincks", with a stylized, cursive script.

Mike Brincks
Acting Deputy Regional Administrator